

BOARD OF EXAMINERS OF SHEET METAL WORKERS

Instructions for *BUSINESS* license application

- 1) **Please read all instructions before starting your application.** This is an application for a Sheet Metal Business License. If you have any questions, contact the Board before sending the application. Incomplete applications will only remain open for 180 days after which a new application and fee is required. See www.mass.gov/dpl/boards/sm for a link to the latest email and telephone information.
- 2) You may print and mail in a copy of this application or you can apply and pay on-line. We recommend that you open an on-line account using the Massachusetts E-Licensing and E-Permitting Portal. This will allow you to apply for licenses, make on-line payments, apply for permits, renew your license and update your contact information through your on-line account.
- 3) A business license is required for all business entities (Corporations, Partnerships, LLC's, LLP's, etc.) To qualify for a Business License candidates must comply with the following:
 - Business **must** be a properly constituted and chartered business organization recognized by the Secretary of the Commonwealth of Massachusetts.
 - Business **must** have a current liability insurance policy.
 - **All** partners in a partnership or LLP shall possess current Master Sheet Metal Worker licenses. One partner must be identified as the corporation's master licensee / responsible craftsman.
 - Each corporation **must** have at least one Master Sheet Metal Worker as a corporate officer. The corporation shall designate a corporate officer with a Master license as its Responsible Craftsman .
 - Each LLC **must** designate a Master Sheet Metal Worker as the manager and Responsible Craftsman.
 - All principals of the business shall be of good moral character.
- 4) To qualify for a Business License candidates must submit the following along with the application:
 - A copy of the business' original Articles of Organization.
 - A copy of the business' liability insurance policy.
 - CORI authorization form available on the Board website

- 5) If the company's licensed Master Sheet Metal Worker / Responsible Craftsman of record is ineligible for a Social Security Number, contact the Board for instructions.
- 6) Please note the personal or business address that you choose as your mailing address is **public record** and will be released to anyone upon request.
- 7) If the companies licensed Master Sheet Metal Worker / Responsible Craftsman of record has been convicted of a crime all offenses must be listed inclusive of OUI, DUI, and Operating after/with suspended license or registration. Dispositions of "continued without finding" ("CWOFF") or "admission to sufficient of facts" must be reported. Do not include minor traffic offense(s).
- 8) Please submit payment on-line or a check or money order for **\$225.00** in U.S. funds made payable to the **Commonwealth of Massachusetts**, the fee is **not** refundable. Please note that your application will not be processed without the correct fee. The fee includes both application processing and your first license.

APPLICATION CHECKLIST

- ☐ I have included a copy of the Original Articles of Organization
- ☐ I have included a certificate liability insurance policy
- ☐ I have included the "CORI Authorization Form"
- ☐ I have included the \$ 300.00 non-refundable application / license fee payable to the **"Commonwealth of Massachusetts"**